

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date		Division of Public Health		Application Number	
8/20/82		Vital Records Section Room 217-H		74-405-A	
Application Number		47 Trinity Ave. S.W.		Date Received	
82-37		Atlanta, Ga. 30334		AUG 25 1982	
				Date Completed	
				OCT 25 1982	
2. Person to Contact		Working Title		Telephone Number	
Mike Lavoie		Director		656-4750	
3. Action Requested					
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.					
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.					
c. <input checked="" type="checkbox"/> Amend Application No. 74-405 Check One: <input checked="" type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series		5. Records Series Title (followed by title used in office, if different)			
Earliest		Latest			
1919		continuing Amended Certificate Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
<p>The Division of Public Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the public health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; the monitoring of supplies of drinking water; and the daily State-wide program of registration, statistical coding, certification, preservation of certificates for births, marriages, divorces, annulments of marriages, and deaths that occur each year in the State.</p> <p>The Vital Records Section has the responsibility to provide services for the registration, statistical coding, certification, and preservation of records of birth, death, fetal death, marriage, divorce, annulments of marriage, adoptions, and legitimation of births which occur each year within the State.</p>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.					
Documents relating to: changes in birth, death, or marriage certificates					
Included are: Form 3923 (Amendment to Correct Errors on Certificate and/or original certificate which is to be amended.					
The file is arranged : numerically by year of occurrence					
8. Monthly Reference Rate How often are records referred to which are:					
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ;					
twenty-five months and older _____ ?					
9. Annual Rate of Accumulation or Records					
Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code Annotated, Part 2, Section 2, Title 31, Chapter 10, #31-10-25
X		c. Is this a vital record? Ga. Code Ann., Part 2, Section 2, Title 31, Chapter 10, #31-10-1 (17)
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

Ga. Code Ann., Title 31, Chapter 10, #31-10-25

- | | | |
|--------------------------|-----------|--------|
| a. State Law | permanent | years. |
| b. Statute of limitation | | years. |
| c. Federal law | | years. |

- | | | |
|-----------------------------------|--|--------|
| d. Audit period | | years. |
| e. Administrative need | | years. |
| f. Federal retention instructions | | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

as of 10/18/82, the following information is being maintained:

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

(Certificate) - Cut off file at the end of each calendar year; hold in current files area 1 year; microfilm; then transfer original certificate and the amendment to original position in the respective birth, marriage, divorce, or death file.

(Annual Microfilm File) - (1) Retire one original to State Archives for permanent retention. (2) Keep one original in Vital Records Office (security copy). (3) Keep one duplicate copy in Vital Records Office (reference copy) until obsolete, changed, or no longer needed for reference then destroy.

until, no longer
needed for reference;
then destroy.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Michael R. Lawton</i>	8-20-82	<i>Paul T. Murphy</i>	8/20/82
State Records Committee (Signature) Date			
State Auditor/Designee		<i>Thomas A. Smith</i>	10-18-82
Secretary of State/Designee		<i>Edward A. Ueland</i>	10/14/82
Attorney General/Designee		<i>William J. Blythe</i>	10-20-82

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES
Department of Physical Health
Vital Records Unit

Appl.
No.

Description

Disposition

74-405

Amends

#223

AMENDED CERTIFICATE FILE -
Documents relating to changes in
birth, death, or marriage certi-
ficates. Included is form
OAS (5)-23 (Amendment to Correct
Errors on Certificate) and
original certificate which is to
be amended. The file is arranged
numerically by year of occurrence.

Certificate file - cut off file
at the end of each calendar year;
then hold in current files area 1
year; then microfilm; then transfer
original certificate and the
amendment to original position
in respective birth, marriage,
divorce, or death file.

Annual microfilm file - (1) retire
one copy to Archives for permanent
retention. (2) keep one copy in
Vital Records Office; destroy
when obsolete, superseded, or no
longer needed for reference.

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